

ATTORNEY -- Quick Reference Guide**Motion to Continue**

Step	Action
1	Click on <u>Bankruptcy</u> hyperlink.
2	Click <u>Motions/Applications</u>
3	Enter the case number - click NEXT
4	Select Continue Hearing from the event type list - click NEXT
5	At the Joint Filing with Other Attorney(s) Screen - click NEXT
6	<p>Select the party who is filing the motion by highlighting their name. - click NEXT</p> <p>NOTE: If your party is not listed:</p> <ul style="list-style-type: none"> Ⓒ click <u>Add/Create New Party</u> - enter search criteria, click Search Ⓒ if the party's name appears: <ul style="list-style-type: none"> Ⓒ highlight and click [select name from list] Ⓒ NOTE: Be sure to identify appropriate role type code, click Submit Ⓒ if the party's name does not appear: <ul style="list-style-type: none"> Ⓒ click <u>Add New Party</u> button Ⓒ complete information for party Ⓒ NOTE: Be sure to identify appropriate role type code, click Submit Ⓒ Select the party filer - click NEXT Ⓒ The Attorney/Party Association screen will appear if a new party was added to the case. Ⓒ Check the box to make an attorney/party association if applicable - click NEXT
7	Click NEXT at the hearing information screen: A Motion to Continue does not require a hearing - Unless a party objects to the continuance.
8	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry.
9	Click Attachments to Document default option to Yes .
10	<p>Click BROWSE on the select one or more attachments Screen to Launch the Adobe Acrobat Reader. Locate and Verify the order you wish to attach.</p> <p>Under Type - select Proposed Order</p> <p>Click Add to List</p> <p>Click NEXT</p>
11	Select the category the motion relates to. The Filed and Documents fields can be left blank - Click NEXT

ATTORNEY -- Quick Reference Guide

12	At the select the appropriate event(s) to which your event relates screen, check the box beside the pleading that is being continued - click NEXT
13	At Docket Text: Modify as Appropriate Screen verify text and enter a prefix or additional text if needed - click NEXT
14	Verify AGAIN that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event
15	The Notice of Electronic Filing screen appears and your transaction is complete.